

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Scott Kinmond, Administrative Liaison
RE: Weekly Report
DATE: April 13, 2015
CC: All Departments



2015 Road Program – Informational meeting will be on April 20, 2015, Town Hall, 6 p.m.

Administrative Liaison's Report: During the week I met with the Administrative staff which was very informative and helpful in my added duties. I met with the Select-board Chairman to review my duties, and needs of the Board. I briefed the Department Heads via email of the Administrative Liaison's appointment, duties, schedule, and held a monthly staff meeting on Friday morning. I worked with Admin. Assistant Kokas to finalize the weekly agenda, and researched agenda items to provide information for the Board. I finalized the DPW Equipment Bid package for review at the BOS Meeting (4/16), and provided the Fire Chief with a bid countdown timeline for the Fire Truck bid. Chief Bengtson submitted his bid package for the Fire Truck, also for review at the Selectmen's meeting. I worked with Alison to finalize the 2015 Surplus Property Bid package for the Board's approval. At the Selectmen's meeting I reviewed my position/role, and the search process for an interim and for a full time Town Administrator. At the staff meeting I received some feedback from the Department Heads hoping they would be included in the evaluation and selection process for a new TA. I met with the Town Engineer on several ongoing projects: States Landing (review of current conditions, work list for 5/30, changing the rain date to 6/13), Sidewalk Warrant Article intent (Task Order to be drafted for BOS review), Paving Bid package (BOS Review 4/23 & 5/7) and Road Program (NHDOT permits submitted, design drafts completed for the information meeting on 4/20.)

Business Meeting:

- V.2 Recreation Director Kuethe's request for Board participation and barbequing assistance at the Annual Green Up-Clean Up Day, Saturday May 30, 2015, States Landing Beach, 9 am to noon. She also requests approval to display a sandwich board sign in front of the Taylor Property to promote Recreation activities. The CEO has reviewed and per sign ordinance, no sign permit is required as per section 505, the sign proposed meets requirements under Section 506 (See file Memo.)
- V.3 Memo from Recreation Director Kuethe, looking for the Board's guidance relative to an ongoing usage issues with the easterly side of the Long Island Beach facility (see attached map.), i.e. swimming lines, lifeguards, beach maintenance, boat rafting, or change use from a swim area to a natural area.
- V.4 Surplus Bid Package, Administrative Liaison requests authority to advertise, hold viewing and receive bids on 5/14/15.
- V.5 4X4 Wheel Loader Bid package, Administrative Liaison requests authority to advertise, and receive bids on 5/14/15.
- V.6 Initial Attack Pumper Bid package (Fire Truck), Administrative Liaison requests authority to advertise, receive bids on 5/14/15.
- VI.1 Deputy Treasurer Appointment (Selectman Beadle)
- VI.2 General Code Company, Proposed Bid (Selectman Wakefield)

VI.3 91-A Right to Know training (Selectman Bartlett), Administrative Liaison Kinmond made contact with Primex relative to their training resources'. (See email in Letters Written)

Workshop: N/A

Finance & Personnel:

Assessor: Nothing to report this week.

Tax Collector: We prepared and mailed out approximately 290 Notices of Impending Lien on April 3, 2015 both by certified and first class mail. The taxpayers have until 12 noon, May 6, 2015 to pay all real estate taxes and interest due or a lien will be placed on the property. Any payments received in this office after April 22, 2015 must be cash, certified/bank check or money order as all payments must have cleared the bank by the May 6th deadline. We will conduct four interviews this week for the Deputy Tax Collector Position. We are still working on locating the mailing addresses of all additional owners to properties for purposes of billing and notices required by law. Despite the tax bills, balances, and payment history being online at www.nhtaxkiosk.com, we are still receiving quite a few telephone calls from taxpayers asking for 2014 payment history as they are preparing their income tax returns. I have also started preparing for the upcoming tax bill and have notified the Assessing Office regarding the deadline for assessing data and also notified Scott Kinmond and Alison of the deadline for the Newsletter.

Town Clerk: On the first of April the Town Clerk's Office began a process called One Check. This procedure changed the way payments are made by check. Previously residents paid with two checks (one to the state and one to the town). The new procedure allows you to make out one check to the town for both the state and town combined amount. There were software programming changes as well as changes to the accounting and treasury procedures that we use. This will also help with the boat registrations we process in the office and make it easier for people if they wish to do boats by mail. We have been registering many dogs as the renewal date for dog licenses is April 30. All dogs must have a current rabies certificate. We have started to process more boat registrations in the office in the last few weeks. People are becoming more informed regarding the monies being retained by the town and no longer kept by the state as they are if registrants mail their renewals directly to the state.

Public Works & Facilities: Bottled water was delivered to all departments earlier in the week. Grading and raking of Town gravel roads continues, coupled with daily road checks in search of potholes, grading, raking, ditching, culverts, and tree issues as a result of the spring conditions. Roadside winter tree debris chipping is in progress. Two loads of 1" rock was delivered to Buxton Rd to fix a severe mud condition. A mud hole was fixed on Kerrie Court and a rock removed from the ditch that had rolled off the Ossipee Park Road hillside. The crew repaired a rock wall at Sheridan Farm that was knocked off during snow removal operations. The Foreman checked on the road ban signs to see that all were indeed still posted as there were reports that some may have been missing. Crews were called in late Wednesday night to install plows and sanders to the trucks for the spring snowstorm (2-3"). During the plowing operations, a plow truck endured a sink hole on Kerrie Court Road and fell through the pavement due to spring conditions. The truck's sander chute was severely damaged and the truck had to be pulled out by a wrecker. All efforts were made to clear this up, hindered only by the spring thaw effects on dirt roads which do not allow for plowing or heavy equipment. Agent Kinmond attended the Town Engineer Screening Committee meeting. Agent Kinmond met with the principal of Emery-Garrett Groundwater Study firm regarding the Highway Garage study area. Agent Kinmond met

with the Town Engineer to review intersection designs, paving bid package, driveway permits for road paving and construction projects. We received the 2009 Ford F550 dump back from the Ford dealer after the engine replacement (shared repair cost with Ford Motor Co.), to which we have noted some deficiencies and sent these concerns to the service manager. All fleet vehicles were state inspected, truck #10 remains out of service for rear spring repair.

Facility & Grounds: The grounds crew is preparing equipment for summer use, with only a mild interruption due to the mid-week snow, requiring shoveling and treating of the building's walkways. Red Hill Cemetery was checked for an upcoming burial. F&G Crew performed its weekly Town building maintenance collecting recyclables and addressing maintenance needs. The crew assisted the PD with the destruction and disposal of outdated books. Efforts continued throughout the week in the inventory/reorganization of the Highway Garage mezzanine area, with the layout and construction of walls now underway. The assembling of shelves for Town Hall was also completed.

Waste Management Facility: Supervisor Greenwood reports he attended the NRRA monthly meeting on Wednesday and learned about several items that will affect the revenue streams for several recycling efforts, due to trucking costs being on the rise. Single stream costs will be doubling May 1st. Processing costs are up 20%. The average single stream revenue was \$149/ton now \$38/ton due to oversupply, the poor export market, the strong US dollar, the cheap costs of recyclables from other countries, falling oil prices/plastics market, and new vs recycled. Supervisor Greenwood will be attending the second annual "Talking Trash" Solid Waste Management meeting in Manchester on Friday April 17th. Supervisor Greenwood reported an immediate change to the facilities recycling collection of cardboard. Corrugated cardboard will now be all that is baled in cardboard bales and brown Kraft bags. All other chipboard, beer/soda cartons, cereal boxes, egg cartons, etc. will go into mixed paper. The reason for this is the mills are cracking down and we must comply or our bales will be rejected.

Moultonborough Police Department: The Moultonborough Police Department recorded 378 log entries, which included the following calls for service: 39 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 0 complaints, 4 MV Accidents, 4 MV Complaints, 6 residential alarms, 1 commercial alarm and 2 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 191 calls for emergency service. For the period of 4/3/15 to 04/9/15 there were 15 calls for service: (2) Water Leak Incidents, (6) Medical Emergencies, (1) Good Intent Call, (2) Lift Assists, and (4) False Alarms. Moultonborough Fire Rescue received assistance on one automatic aid calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:00 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 5:40 minutes

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:44 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 4/3/15 to 4/9/15 there were 2 fire permits issued, 1 brush burning notification, and 1 request for information. An Officer's Meeting was held on 4/6/15 and a Department Meeting was held on 4/9/15. On 4/8/15, Chief Bengtson met with the senior field representative from ISO to review public protection classes of occupancies and locations. On 4/9/15, Chief Bengtson and Lt. Shipp attended a day of training at the NH Fire Academy sponsored by the NH Association of Fire

Chief's. The Lieutenant and Chief attended programs on budgeting, labor relations, thermal imaging camera operations, leadership in changing environments, fireground operational issues and EMS's role at violent incidents. Residents are reminded that Fire Permits are now required for all open burning. Permits are available at the Public Safety Building, Chick-A-Dee Station and online at <https://nhdflweb.sovsportsnet.net>.

Development Services:

Planning: The web page for the Master Plan Steering Committee has been created and is now on the Town Website. The committee's first meeting will be held on April 20th at 5:30 p.m. The CIPC held their first meeting of the year, re-electing Jordan Prouty as Chair. The committee reviewed and approved the comprehensive schedule that will lead them to their CIP report to the BoS at the end of August. Department heads are busy preparing their capital project submittals that are due here in the office next Monday, April 20th. I have been preparing a training session for the Planning Board on "Effectiveness Guidance" along with some refresher training on all aspects of the Right to Know Law for their next workshop meeting. The Town Engineer Screening Committee has approved the rating criteria for the Statement of Qualifications, the rating criteria for short list candidate firm presentations, and the interview questions for same at their last meeting. Statements of Qualifications (SoQs) from interested firms are due at the end of this week on April 16th.

Code & Health: Since April 1st, 10 building permits, 21 subcontractor permits, and 3 signs have been issued. Two septic designs were approved and sent to the State. There have been 14 building permit applications processed that are ready to be picked up by the owners. I have received 2 zoning complaints along with 1 health/safety violation that are currently being worked on. Inspections have been a little slow this week due to the road weight bans and weather. Now that I don't work in Holderness on Wednesday's, I will start going to the monthly training seminars which are held on Wednesday's, I have not been able to attend this training for four years and need to catch up.

Human Services: Nothing to report this week.

Recreation Department: Last Saturday, Donna T. and Dan instructed a Safe Sitter® Class. There were 11 participants, and all learned important information and techniques for baby sitting and staying home alone. The summer brochure has been uploaded to our website, as well as registration forms for camp, lessons, and programs. The brochure in hard copy is expected to be available the first week of May and they will be distributed. Summer staff interviews will begin next week. We still have seats available on both of our upcoming adult trips: April 29, the JFK Library & Museum, and the New England Aquarium; May 6, Fenway Park for a VIP Tour of the park and the Hall of Fame prior to the Sox taking on the Rays. Our seats for the game are located in the right field grand stand!

Important Dates to Remember

Selectmen's Work Session, April 16, 2015, 3:30 PM

Selectmen's Meeting, April 16, 2015, 7 PM

Selectmen's Meeting, April 23, 2015, 7 PM

Selectmen's Work Session, April 30, 2015, 4 PM

Staff Meeting, May 8, 2015, 9 AM

**States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon
(Rain Date: Saturday 6/13)**